



The Board of Trustees of the Eastham Public Library

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www.easthamlibrary.org

Ignatius (Al) Alfano—2023
Chair
Holly Funston—2022
Vice Chair
Derek Burritt—2022
Secretary
Mary Shaw—2023
Willow Shire—2024
Charlotte LaBranche—2022
Student Liaison

MINUTES OF THE BOARD OF TRUSTEES OF THE EASTHAM PUBLIC LIBRARY

July 10, 2021 at 9:00 a.m.

Location: Eastham Public Library - Gregory S. Turner Meeting Room

THIS IS A REMOTE PARTICIPATION MEETING. PUBLIC PARTICIPATION IS VIA PHONE.

To call in dial 1-646-558-8656, then the meeting ID 862 7913 6973

This meeting will be live broadcast on Local Access Channel 18, and Live Streaming is available on the Town website at www.eastham-ma.gov/home/pages/channel-18

Under An Act Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed by Governor Baker on June 16, 2021, the public body may continue to participate remotely. This act extends, until April 1, 2022, the remote meeting provisions of his March 12, 2020, Executive Order Suspending Certain Provisions of the Open Meeting Law.

1. **Call to Order:** The meeting was called to order by Al Alfano at 9:00 a.m.

Trustees/Staff Present: Al Alfano, Derek Burritt, Holly Funston, Mary Shaw, Willow Shire, Library Director Debra DeJonker-Berry

Guests: Select Board Vice Chair Aimee Eckman, Friends President Debbie Abbott

2. Minutes

A **MOTION** (M. Willow, S. Holly) was made to approve the minutes of June 5 with corrections. Approved, 5-0.

A **MOTION** (M. Mary, S. Holly) was made to approve the minutes of June 19. Approved, 5-0.

A **MOTION** (M. Mary, S. Willow) was made to approve the minutes of June 29. Approved, 5-0.

3. Financial Report (Quarterly Review: November, February, May, August)

- a. FY21 Budget and Fund Commitments
- b. CD Renewal
- c. Use of Trustees Interest Account – coordination with Gift Fund

4. Director's Report

- a. Programming Summer Reading Program, Caregivers Collection, Firebirds, Garden Tour

Children's pond-side patio programming is up and running. So far, we have 63 children registered for the Summer Reading program. New this year are the Pollinators' Mini-MOBY kits and the Caregivers Collection.

b. Saxine Audio Book

c. Website(s)

The new website and associated LibGuides are a pleasure to work with—easy to add content in a very organized way. We continue to add more each week.

d. Network & Computer upgrade

New staff computers have arrived at Town Hall, and I hope the last phase (management by servers by Town IT) will be completed by the end of July. One of the new firewalls is up and running, and the network work, including Wi-Fi updates has been finished. Our public computers and printers are working well. Devin is helping to update remaining equipment.

e. LSTA Pollinator's Grant (picnic table, outdoor planters, ConCom)

The container gardens are beautiful, and the picnic tables are now available. It's a perfect setting.

5. Building

a. Roof

Construction to begin over the next two weeks.

b. HVAC-IT Room repair, Maintenance Contracts, Eastham Room DriSteem unit

c. Pella doors & locksmith (front doors)

d. Electrician

6. Old Business

a. Library hours and services update

The Library schedule has increased to 30 hours per week. Over the next two weeks, Nauset Construction will be inside Thursday through Mondays replacing part of the ceiling and floor, as well as other exterior and interior work. We will be open 10-6 on Tuesday and Wednesday during construction. We will return to the 30 hour schedule the week of July 26. The 30-hour schedule is Tuesday-Thursday 10-6 and Friday and Saturday 10-1.

Staff will offer some curbside service during construction and will also be working on various projects.

We will set up temporary circulation workstations in the Turner Room since construction will make the circulation desks, and possibly access to the reading room, unsafe at times. When we increased hours, we dropped the mask requirement (except for the unvaccinated). We are maintaining 50% occupancy as well as the 30 minute recommended time limit.

Karen is training our first group of volunteers this week. Everyone will start with shelving basics, read the new policy, fill out the applications, complete a CORI review, and be scheduled for 2 hours/week. All

the staff want to thank our volunteer greeters and book sale volunteers – their work helped ease our transition tremendously.

Both circulation desks are busy with patrons re-learning self-checkout, the catalog and finding their way around. Everyone is smiling, so happy to be back.

- b. Review monthly template (as needed)
- c. Policy update (gift policy, volunteer policy, ethics policy, investment policy)
- d. Trustees liaison reports (fall under related agenda items)
- e. Outdoor “Giant” Sculpture – crowdsourcing opportunity & Outdoor Bulletin Board: proposal

Silvio to investigate storage options. Permit from building inspector.

A **MOTION** (M. Willow, S. Holly) was made to purchase the outdoor bulletin board for up to \$3,000 to be paid from the Trustees Interest Account using ELBFI funds. Approved, 5-0.

- f. Memorial Gifts

- g. Shelf Genie

We are awaiting an installation date for the Shelf Genie shelving in the Turner Room.

- h. StoryWalk installation

Conservation has approved the new StoryWalk panels, and the units will ship mid-August.

7. New Business

- a. Director Search

The posting of the ad has been delayed a week due to administrative procedures.

- b. Use of Trustees Interest Account – coordination with Gift Fund
- c. Storage unit
- d. Digitization Ancient Records

Bob Harnett has approved the use of the funds in memory of his parents to digitize the Town Clerk’s Ancient records. We will work on an inventory and metadata for the collection and hope to get those volumes to the Boston Public Library/Internet Archive late this summer.

- e. Children’s Room Backpack/kit storage unit

We purchased a bookrack for kits with Trustees Interest funds.

8. NRHS Student Trustee Liaison, Lily Nannini & Charlotte LaBranche

Al to contact to arrange in-person presentation to Lily and introduction to Charlotte.

10. Friends Update

We had a lovely Friends annual meeting & election in the Reading Garden Saturday June 26 at 4 p.m. The weather was beautiful and the "tea & crumpets" refreshments by Mary Bakas were perfect. We welcomed Roger Dumas to the board and thanked Judy Parmelee and Roz Diamond for their years of service. Both had served as secretary.

Debbie gave a brief tribute to our retiring library director, who will be greatly missed by the Friends of the Library. Deb said the decision to retire in September was difficult, but the right one for her. "It's the best job I've ever had!" She also outlined what the process for replacing her would look like.

The book donations and book sales have been going along well. The Friends are planning an outdoor/indoor book sale Saturday, July 31, and Sunday, August 1, on the front porch and in the half of the Turner Room we're using now. Response from the June membership newsletter has been good.

Friends of the Eastham Library President Debbie Abbott

11. Next Meeting: The next meeting of the Board of Trustees of the Eastham Public Library will be on Saturday, August 14 at 9:00 a.m. in the Eastham Public Library—Gregory S. Turner Meeting Room. THIS IS A HYBRID IN-PERSON AND REMOTE PARTICIPATION MEETING. PUBLIC PARTICIPATION IS VIA PHONE. (NOTE: Al and Deb meet two Tuesdays prior to Board of Trustee meetings to prepare the agenda. Trustees are welcome to attend the agenda prep meeting. Please notify Deb 1 week before so the agenda can be posted.)

12. Adjournment: At 10:06 a.m., a **MOTION** (M. Willow, S. Holly) to adjourn was made. Approved, 5-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "D. Burritt", is written over a horizontal line.

Derek Burritt, Secretary